

# GAGGLE SAFETY MANAGEMENT DASHBOARD

The Gaggle Safety Management Dashboard was designed to provide you with analytics on student violations and incidents occurring within your school or district.



- Select Date/Select School:** Choose the date range and select the school(s) to include within the dashboard.
- Incidents Per School:** View the total number of incidents by school, as well as the average per school.
- Reviewed Items:** View the total number of items reviewed by Gaggle, as well as where they occurred in the system.
- Incidents/Item Ratio:** View the average number of incidents per reviewed item across your school(s) and across Gaggle.
- Items:** View the average number of items that occur over time.
- Incident Type:** View the total number of incidents by incident type.

**Top Concerns:** View the students with the most incidents. (Not pictured above. Only viewable on a School-level view).

## How to Access the Dashboard

How you access the dashboard will depend upon your service and access level. It is important to note that only School Administrators, School Masters, District Administrators, and District Masters will have access to the dashboard. Find your main platform below, then follow the provided steps:

### Gaggle Safe Learning Management System

- Log in to the Gaggle interface at <http://apps.gaggle.net/>.
- Select the Safety tab, located at the top of the interface, and you will navigate to the dashboard.

Or

- After logging in to Gaggle, you can access the dashboard by selecting the Admin tab and choosing the orange Safety Dashboard button at the very top of the left panel.

### Google Apps for Education and Microsoft Office 365

- Navigate to [apps.gaggle.net/safety](http://apps.gaggle.net/safety) and log in using your Gaggle credentials.

## Select Date/Select School

Establish criteria for what data will display within the graphs.

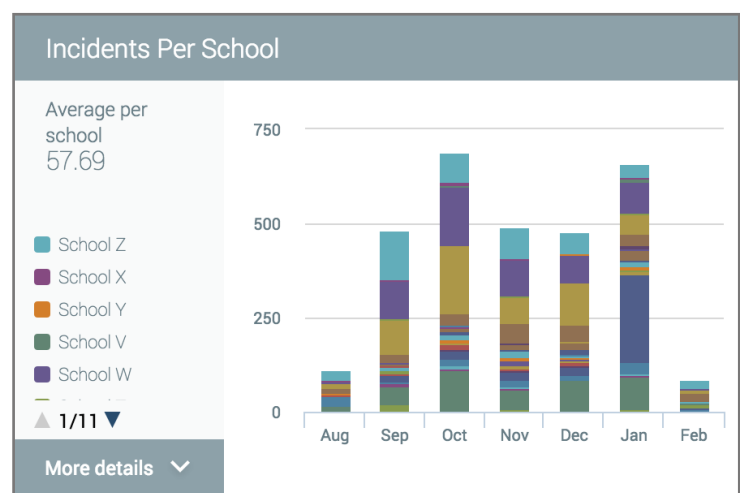
School A	Select date	Year to date	Select school	All schools
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- Choose the Select date drop-down to choose the date range that will be represented within the graphs below.
- Choose the Select school drop-down to choose the school(s) that will be represented within the graphs below.

## Incidents Per School

Incidents occur when we find inappropriate content sent to, or by, students. You can view the total number of incidents by school, or view the average amount of incidents across all schools.

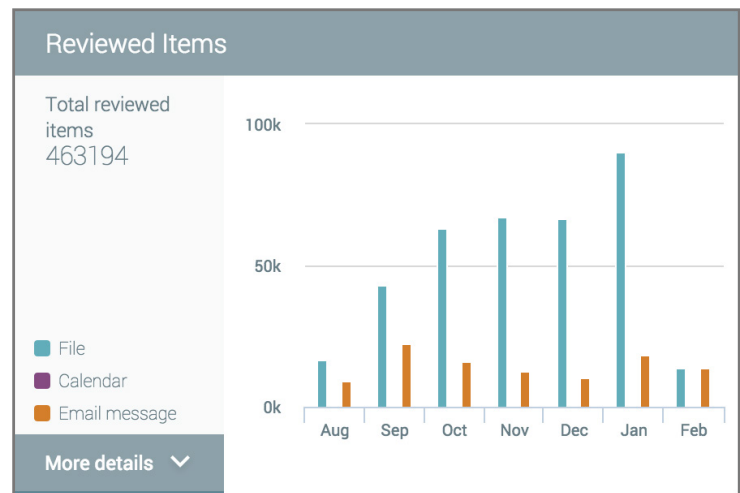
- View the average number of incidents per school.
- In the left panel, a list of schools will display. Select the square box to the left of a school to remove it from the graph on the main display.
- On the graph, hover over the bars to see more details
- Select the More details drop-down to view information on individual incidents.



## Reviewed Items

Reviewed items include content that has been reviewed by a Gaggle Student Safety Representative. This can include content in email messages, files, and calendar events. You can see the total amount of reviewed items, and you have the ability to see where they occurred within the system.

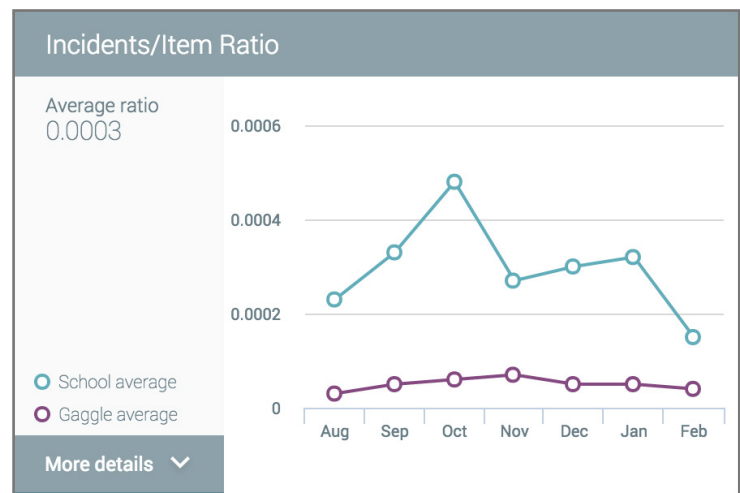
- View the total number of reviewed items across all schools.
- The options in the left panel are dependent upon what features of the product you use. Select the square box to the left of an option to remove it from the graph on the main display.
- Select the More details drop-down to view information on reviewed items.



## Incident/Items Ratio

View the average number of incidents per items across your school(s) and across Gaggle, allowing you to look for spikes or trends. Items include any new or updated email messages, files, and calendar events.

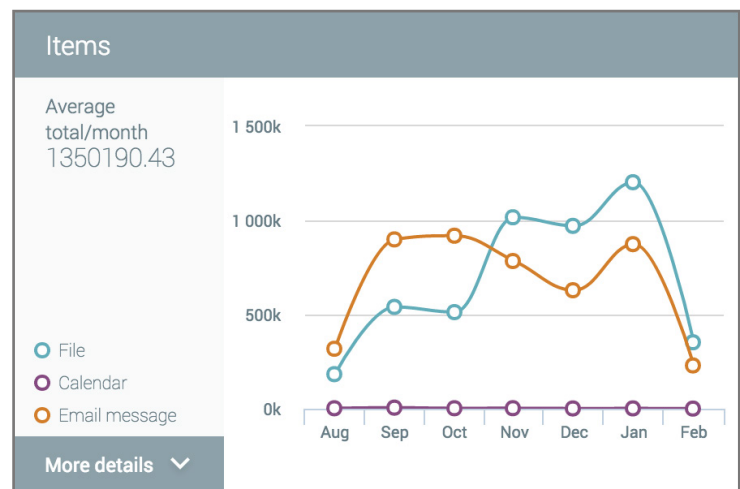
- The average ratio of incidents to items displays in the top left corner.
- In the left panel, School average and Gaggle average will display. Select the circle to the left of an option to remove it from the graph on the main display.
- Select the More details drop-down to view School average and Gaggle average statistics from previous months.



## Items

View the number of items that occur over time. Items include any new or updated email messages, files, and calendar events.

- The average number of items per month displays in the top left corner.
- The options in the left panel are dependent upon what features of the product you use. Select the square box to the left of an option to remove it from the graph on the main display.
- Select the More details drop-down to view exact statistics from previous months.



# Incident Type

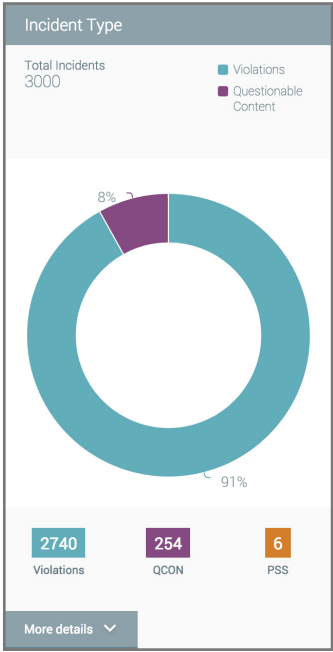
Not all inappropriate content is equally concerning, so we have three types of incidents, based on the severity of the content.

- The total number of incidents displays in the top left corner.
- The graph will display a visual of incident types and exact statistics on each incident type.
- Select the More details drop-down to view information on individual incidents.

**Violations:** User violations are minor infractions. These generally include inappropriate content where there is no imminent threat or danger to the student and others.

**QCON:** Questionable Content includes more severe material. This generally includes mentions of recent drug or alcohol use, racist messages, bullying and threats toward the self or others, when there is no imminent possibility of danger to the student or others.

**PSS:** Possible Student Situations include time-sensitive situations when there is an imminent possibility of danger to the student or others. These can include self-produced pornography, suicidal intentions, threats of violence, intense instances of bullying and clues that a student may presently be in possession of drugs or alcohol.



# Top Concerns

View the students with the most incidents. This view will display by default for School Administrators and School Masters. District Administrators and District Masters need to select an individual school in the Select school drop-down, at the top of the interface, in order to see the Top Concerns graph.

- The options in the left panel include Violations, Questionable Content, and Possible Student Situation. Select the square box to the left of an option to remove it from the graph on the main display.
- The graph will display a list of students in ascending order according to number of incidents.
- Select the More details drop-down to view additional statistics.

Top Concerns			
Average incidents	Student		Incidents
0		22696242	6
		22633174	5
		22651456	5
		22683660	4
		22640388	4

Violations

Questionable...

Possible...

More details ▾